

## ENVIRONMENTAL PROTECTION AGENCY

**Federal Agency and Office Name:** U.S. Environmental Protection Agency, Office of Children's Health Protection

**Funding Opportunity Title:** Building Capacity to Reduce Children's Environmental Exposures in Child-Occupied Settings

**Announcement Type/Action:** Request for Initial Proposals (RFIP)

**Funding Opportunity Number:** EPA-OCHP-01-2011

**Catalog of Financial Domestic Assistance Number:** 66.609

**Statutory Authority:** Clean Air Act, Section 103; Solid Waste Disposal Act, Section 1442; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Clean Water Act, Section 104; Toxic Substances Control Act, Section 10; Solid Waste Disposal Act, Section 8001.

**Dates:** Initial proposal packages may be submitted electronically via Grants.gov or in hard copy on or before on or before 5:00 PM Eastern Standard Time on Friday, February 18, 2011. EPA will not accept proposals submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service.

**Closing Date for Initial Proposals:** February 18, 2011, 5:00 PM EST

**Questions:** Questions regarding this RFIP must be submitted in writing to seikel.kathy@epa.gov no later than February 11, 2011.

**Estimated Funding and Estimated Number of Assistance Awards:** EPA estimates the award of total funding under this announcement not to exceed approximately \$1.5 million.

### FULL TEXT ANNOUNCEMENT

#### **I. Funding Opportunity Description**

##### **A. Background**

Children encounter their environments differently than adults. From the fetal stage through adolescence, children's neurological, immunological, respiratory, digestive and other physical systems are in a dynamic state of development. Because of these developing systems, children are more vulnerable than adults to adverse health outcomes resulting from environmental hazards, including, in some cases, permanent and irreversible damage. Children eat more, drink more, and breathe more than adults in proportion to their body weight, increasing their exposure to environmental contaminants that may be in air, water, soil or food. Children also have unique exposure pathways such as through the placenta or breast milk.

Environmental health hazards affecting children include, but are not limited to: 1) air pollutants, both indoor and ambient; 2) toxic chemicals, such as lead, mercury, arsenic, organochlorines, such as polychlorinated biphenyls, and dioxins; 3) endocrine disruptors; 4) environmental tobacco smoke; 5) pests and pesticides; 6) ultraviolet radiation; 7) water pollution; 8) brominated flame retardants; 9) radon; 10) carbon monoxide; 11) asbestos; and 12) other chemicals of concern identified by EPA. See:

<http://www.epa.gov/opptintr/existingchemicals/pubs/ecactionpln.html>

Since 1997, when the Office of Children's Health Protection was established, EPA has increased its focus on children's health protection, undertaking a variety of efforts to improve the environments where children live, learn and play. EPA has sponsored research to evaluate the impacts of environmental exposures on children's health, ensured that children's health protection is a key component of our risk assessments and regulatory decision-making, and supported efforts to promote the measurement and tracking of environmental health disparities. EPA has launched projects to improve school environments, promote healthy homes, address indoor and outdoor air quality, and reduce children's exposures to chemicals, pesticides, and radiation. EPA has developed tools to enable citizens, communities, governmental and non-governmental agencies to take steps toward protecting children from environmental health threats. EPA has worked with healthcare providers to identify, prevent and reduce environmental health threat to children. And, EPA has also provided international leadership in the protection of children worldwide.

EPA's partnerships with other federal agencies; state and local government; tribes; non-governmental organizations; health care providers; academia; and others are essential to achieving our children's health protection goals. It is only through our combined efforts that we can achieve the goals of making the health protection of children a fundamental goal of public health and environmental protection.

## **B. Description of Proposals Sought**

Under this competition, EPA is accepting proposals from eligible applicants for projects that build capacity to address children's environmental health in underserved, disproportionately impacted low-income communities, including minority or Tribal communities, and that demonstrate, implement or expand innovative methods and approaches to prevent and reduce exposures in homes, schools, and child care settings. Capacity-building programs eligible for funding under this solicitation should be multi-media (involving multiple environmental health hazards), holistic (involving multiple stakeholders and built on strong partnerships), and focused on underserved communities. For purposes of this application, "underserved communities" include environmental justice communities and any other community where children are disproportionately at risk or where there are health disparities, including, but not limited to, children from minority, low income, or tribal communities. (NB: See Section V.B.4 of this solicitation for the definition of Environmental Justice).

Environmental justice communities are those communities where a significant proportion of the population bear a disproportionate share of the negative consequences associated with exposure to environmental contaminants.

Proposals should include structural and programmatic components to sustain long-term efforts. Structural components may include developing a children's environmental health program, workgroup, or network. Programmatic components may include elements such as establishing children's environmental health training; adopting policies or practices to promote and influence the creation of healthier schools, childcare facilities, homes and communities; or developing policies or practices that promote and influence training programs for key stakeholders or decision makers.

While this Request for Initial Proposals (RFIP) is intended primarily for capacity building, it may also fund outreach and education as part of capacity building. EPA strongly encourages applicants to use existing quality children's environmental health training and outreach materials rather than developing new ones because many quality materials are available and some are under-utilized.

EPA will consider funding translation of existing materials or the development of new outreach, education, guidance or technical assistance documents only where the applicant demonstrates that there is a need (e.g., that existing quality materials cannot be adapted to a particular local environmental health concern or audience or existing quality materials are not available). The applicant must specify what steps they have taken to determine this need (e.g., you may cite a conference where this need was discussed, the results of inquiries made within your community or with educational institutions, or a research paper or other published document). If the applicant does not yet know which materials will be used as part of the project, the applicant must identify what steps it will take to search for and select those materials.

**Examples of Capacity Building:** EPA's expectation is that the awards under this grant program will help to build capacity in underserved communities to advance children's health protection well beyond the period of performance of the grants. Proposals should demonstrate how the proposed activities will build the long-term capacity of underserved communities to address children's environmental health. We strongly encourage collaborative partnerships between existing children's environmental health organizations or agencies and underserved communities. Below are some examples of the types of projects and activities applicants may submit under this competition--these are examples only and the list is not intended to be all-inclusive.

1. Develop and implement a memorandum of agreement to strengthen the cooperation and collaboration between state, local and tribal health and environment agencies in protecting and improving children's health and reducing children's exposures to environmental contaminants.
2. Establish a steering committee of policy makers, health care providers, researchers, educators, parents and citizens that convenes on a regular basis to develop practical approaches to protecting children from environmental health risks.

3. Develop and implement a local plan to increase community support and resources to protect children from environmental health risks by coordinating with existing groups and community coalitions addressing children's environmental health issues (such as asthma, lead poisoning, school chemical cleanouts, etc.) to leverage resources and reduce duplication of efforts. Fundraising is not permitted under this grant.
4. Develop and implement training programs to promote awareness and action to address children's environmental health and health hazards in particular settings, e.g., schools, homes, child cares, etc. Note: Training materials should not be developed de novo but should use or build upon already existing materials to the extent possible.
5. Launch or expand an existing healthy homes, healthy schools or healthy child care program to address multiple environmental and safety hazards.
6. Implement a training program for community health workers on children's environmental health issues.
7. Form a children's environmental health workgroup at the state, local or tribal level to ensure that programs are responsive to the increased risks to children; advise senior managers on children's health protection strategies; share information and maximize resources across programs; and closely coordinate activities.
8. Establish a communication network with school districts, boards, officials, associations and related groups and representatives to promote environmental health conditions and practices in schools.
9. Establish a communication network with child care providers and programs such as Head Start, Early Head Start or USDA's Women Infants and Children (WIC) program to promote sound environmental health conditions and practices in day care centers.
10. Create a public-private partnership to develop resources and provide services to reduce chemical exposures and promote children's health in settings such as schools, child cares or housing.
11. Partner with children's environmental health NGOs to increase understanding about environmental health in children in the community.

Proposed projects should reflect multi-media and holistic approaches for reducing environmental exposures. Proposals should also demonstrate collaborative problem-solving with appropriate partners and, describe how this project's objectives create sustained activities that continue beyond the completion of the grant project period.

### **C. Statutory Authority**

EPA expects to award these grants under the following grant authorities: Clean Air Act, Section 103; Solid Waste Disposal Act, Section 1442; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Clean Water Act, Section 104; Toxic Substances Control Act, Section 10; Solid Waste Disposal Act, Section 8001.

Regulations governing assistance agreements for institutions of higher education, colleges and universities, and nonprofit organizations are found at 40 CFR part 30. Regulations governing assistance agreements for States and local governments are found at 40 CFR part 31. In addition, the provisions in 40 CFR part 32 governing government-wide debarment and suspension and the provisions in 40 CFR part 34 regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (States and local

governments), A-122 (nonprofit organizations), or A-21 (universities). Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, assistance agreements or contracts). See 40 CFR part 34.

#### **D. Alignment with EPA's Strategic Plan**

All proposals must support Goal 4, Objective 4.1 (Prevent and Reduce Pesticide and Industrial Chemical Risks to Humans, Communities and Ecosystems), or Objective 4.2 (Sustain, Clean Up and Restore Communities and the Ecological Systems that Support Them) of the EPA Strategic Plan for FY 2006-2011 posted at: <http://nepis.epa.gov/Adobe/PDF/P1001IPK.PDF>

#### **E. Measuring Environmental Results: Outputs and Outcomes**

Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes in their proposals and awards. Outputs and outcomes differ both in their nature and in how they are measured.

**Outputs:** The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the assistance agreement funding period.

**Outcomes:** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

#### **Examples of Outputs and Outcomes**

Examples of outputs under the awards expected to be made include, but are not limited to:

1. final project report that documents activities and quantifies results
2. educational, training, or outreach materials developed
3. multi-stakeholder partnerships/collaborations established
4. areas and sources posing highest risks and action plan for reducing risk identified
5. new policies, guidance or protocols to reduce environmental hazards in schools, child care centers, homes, etc. developed and /or adopted

Examples of outcomes under the awards expected to be made include, but are not limited to:

1. Reduction in chronic health disorders, illness, learning disabilities, or mortality
2. Improvements in physical, behavioral, or social functioning
3. Reduction in environmental health or safety risks affecting children
4. Reduction in children's exposure to environmental contaminants

## **II. Award Information**

#### **A. Amount of Funding Available**

Funds available for awards under this competition are expected to total approximately \$1.5 million. EPA intends to award approximately 15-20 awards, each for an amount not to exceed \$100,000. EPA reserves the right to reject all proposals or make fewer awards than anticipated under this RFIP.

EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and therefore, maintains the integrity of the competition and selection process.

#### **B. Funding Type**

The funding for selected projects will be in the form of cooperative agreements. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. In accordance with 40 CFR 31.36(g), review of proposed procurement;
4. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
6. Participation in periodic telephone conference calls to share ideas, project successes and challenges, etc., with EPA and with other entities awarded under this solicitation.

#### **C. Start Date/Project Duration**

All projects should have an anticipated start date of October 1, 2011. Proposed project periods may be from 12 to 24 months.

#### **D. Miscellaneous**

Funding for these projects is not guaranteed and is subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement, and other applicable considerations.

### **III. Eligibility Information**

**A. Who May Apply?** Assistance under this competition is available to States or state agencies, territories, city or township governments, county governments, the District of Columbia, American Indian Tribes (federally recognized), and possessions of the U.S. It is also available to public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and 501(c)(3) organizations. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply for funding. For-profit organizations are generally not eligible for funding.

**B. Cost Sharing/Matching:**

Although cost-sharing or matching is not required as a condition of eligibility under this competition, under Section 5 of this announcement EPA will evaluate proposals based on a leveraging criterion. (*Refer to Section 5, Evaluation Criteria*).

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (*Refer to Section 4, Leveraging*). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging. Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 [CFR](#) 31.24 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

**C. Threshold Eligibility Criteria**

To be eligible for funding consideration under this announcement, proposals must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal will result in the disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. A project must consist of activities authorized under one or more of the following EPA authorities: Clean Air Act, Section 103; Solid Waste Disposal Act, Section 1442; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Clean Water Act, Section 104; Toxic Substances Control Act, Section 10; Solid Waste Disposal Act, Section 8001. Note that a project's focus is to consist of activities within the statutory terms of EPA's financial assistance authorities; specifically, the statute(s) listed above. Generally, a project must address the causes, effects, extent, prevention, reduction, and elimination of air pollution,

water pollution, solid/hazardous waste pollution, toxic substances control, or pesticide control depending on which statute(s) is listed above. These activities should relate to the gathering or transferring of information or advancing the state of knowledge. Proposals should emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method. Proposals relating to other topics which are sometimes included within the term “environment” such as recreation, conservation, restoration, protection of wildlife habitats, etc., must describe the relationship of these topics to the statutorily required purpose of pollution prevention and/or control.

2. Applicants must be eligible entities as identified above in III.A.
3. Proposals must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state, or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant.
4. Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
5. Multiple Proposals: Applicants may submit only one proposal under this solicitation. If an applicant submits more than one, EPA will contact them to determine which one to withdraw.
6. The maximum EPA funding requested may not exceed \$100,000. Proposals requesting more than \$100,000 will be rejected.
7. The proposed period of performance may not exceed 2 years.
8. Proposals must be received by the EPA or through [www.grants.gov](http://www.grants.gov) as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov). Where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. EPA will not accept proposals submitted via fax or first class mail delivery by the US Postal Service. Applicants should confirm receipt of their proposal with Kathy Seikel ([Seikel.kathy@epa.gov](mailto:Seikel.kathy@epa.gov) or 202-564-0457) as soon as possible after submission deadline—failure to do so may result in your proposal not being reviewed.
9. EPA will consider only the first proposal submitted by each individual investigator. Proposals from different investigators within the same organization are acceptable.

#### **D. Additional Funding Restrictions**

EPA grant funds may be used only for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for



matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, and may not be used to sue the Federal government or any other government entity.

#### **IV. Proposal and Submission Information**

##### **A. How to Obtain a Proposal Package**

Applicants can download individual grant applications from EPA's Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm>. For the initial proposal, the only grant form required is the SF-424. This form can be downloaded at: [http://www.epa.gov/ogd/forms/adobe/SF424\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/SF424_sec.pdf). In addition to the SF-424, initial proposals must include a submission not to exceed four pages in length which addresses the information outlined in the table in Section C below as well as the technical evaluation criteria in Section V.A.

To obtain a hard copy of materials, send an email to Kathy Seikel at [seikel.kathy@epa.gov](mailto:seikel.kathy@epa.gov).

##### **B. Mode of Submission**

Applicants must apply electronically through grants.gov or in hard copy as explained below. **Regardless of the manner of submission, all proposals, as described in Section IV.C must be received through grants.gov or in hard copy by EPA by 5:00 PM Eastern Standard Time on February 18, 2011.**

In no case, however, will proposals be accepted via fax, email or standard first class delivery by the U.S. Postal Service.

##### **Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS, etc.)**

U.S. Environmental Protection Agency  
ATTN: Katherine J. Seikel, Room 1129  
Office of Children's Health Protection  
EPA West – 14th St., and Constitutions Ave., NW  
Washington, DC 20460  
Phone: (202) 564-0457

##### **Hard Copy Proposal Submission Deadline**

All hard copies of proposal packages must be received by the Office of Children's Health Protection by 5:00 PM EST February 18, 2011.

##### **Instructions for Using Grants.gov:**

If you wish to apply electronically via Grants.gov, the electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to: <http://www.grants.gov> and click on "Get Registered," on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not

currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download ‘Grant Application Package’ to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).** Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OCHP-01-2011, or the CFDA number that applies to the Announcement, CFDA 66.609, in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities.

#### **Proposal Submission Deadline:**

Your organization’s AOR must submit your complete Initial Proposal and SF 424 electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than February 18, 2011, 5:00 PM EST. Please submit all of the proposal material described below. To view the full funding announcement, go to <http://www.grants.gov>

#### **Proposal Materials:**

The following forms and documents are required to be submitted as part of the **initial submission under this announcement:**

- 1. Application for Federal Assistance (SF 424)**
- 2. Initial Proposal (4 page-maximum, not including the SF 424) -** Prepared as described in Section IV.C. The initial proposal submission must include all of the following materials:

##### **Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF 424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

##### **Initial Proposal (Section IV.C)**

This document should be readable in Adobe Portable Document (.pdf) or in Microsoft Word (.doc) and consolidated into a single file, and comply with all applicable formatting instructions in Section IV.

### **Proposal Preparation and Submission Instructions**

For document I, click on the form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files. Prepare your initial proposal as described in Section IV.C of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 11 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY11), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package”

page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726, or email at [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) or Kathy Seikel at [seikel.kathy@epa.gov](mailto:seikel.kathy@epa.gov) or 202-564-0457. Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*), please contact Kathy Seikel at [seikel.kathy@epa.gov](mailto:seikel.kathy@epa.gov) or 202-564-0457. Failure to do so may result in your proposal not being reviewed.

### C. Proposal Materials – Two-Step Proposal Process:

**Step 1: Initial Proposal Submittal – Content and Format.** Applicants shall submit a 4-page initial proposal (8 ½ x 11 inches, single-spaced) and five copies – no binders or spiral binding. Pages in excess of this page limitation will not be reviewed. The four-page limit on proposals does not include the SF 424 form. Applicants must also submit the SF-424 as explained below with their initial submittal.

Applicants must include the information outlined below in their initial proposals:

Project Title	
Applicant	
Target Population	Please state what community this project targets. Note: All proposals must focus on underserved, disproportionately impacted low-income, minority, or Tribal children.
Funding Amount	Total amount of federal funding requested
Project Description	<p>A. General summary statement of project goal &amp; justification. Provide a brief description of:  The project;  The need for and significance of the project, including any health disparities being addressed; and  How this project will build capacity to address children’s health in the targeted community(ies) beyond the grant project period.</p> <p>B. Key project staff and partners.  C. Description of outputs and outcomes and plan for tracking and measuring progress towards achieving them.  D. Timeline: Identify timeframes for achieving expected outputs and outcomes  E. Budget: Provide costs broken down into major budget</p>

	categories.
Applicant Contact	Name, agency, e-mail address, telephone.

Applicants must also make sure that their initial proposal submittal provides information addressing all of the initial proposal evaluation factors identified in Section V.A and the threshold eligibility criteria in III, as well as the amount of funding requested, and contact information for the applicant organization.

Applicants must also submit the **Standard Form 424, Application for Federal Assistance**. Complete the form available at [http://www.epa.gov/ogd/forms/adobe/SF424\\_sec.pdf](http://www.epa.gov/ogd/forms/adobe/SF424_sec.pdf). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form 424. Please note that the Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

## Step 2: Full Proposals

If your initial proposal is selected for further consideration as a result of the evaluation process for initial proposals described in Section V, you will be invited to submit a final application for consideration. This notification will be provided about 30 days after the due date for initial proposals. Further instructions for the submittal of the final application package will be provided to applicants at the appropriate time and final application submittals will be evaluated against the final application review criteria in Section V.B. Final application submittals will have to address the evaluation factors in Section V.B including past performance and leveraging as discussed below:

**Leveraging:** Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Describe the type and amount of leveraging proposed, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play in the overall project. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

**Past Performance:** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA

will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

## **General Information**

- 1. Intergovernmental Review.** Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.
- 2. Allowable Costs.** EPA grant funds may only be used for purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21 as appropriate. Copies of circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement; however, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award without approval, they are incurred at the applicant's or grantee's own risk.
- 3. Indirect Costs:** Applicants may propose to use the indirect cost rate negotiated with their cognizant federal audit agency. However, when evaluating the cost-effectiveness of proposals, EPA may consider the extent to which an applicant will use Agency funds for direct costs of carrying out its proposed project. Applicants who choose to propose lower indirect cost rates should indicate the amount that they are willing to reduce their rate.
- 4. Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.
- 5. Pre-proposal/Application Assistance and Communications.** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants

are responsible for the contents of their applications/ proposals. However, consistent with the provisions in the announcement, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Responses to questions will be posted on OCHP's web site at <http://www.epa.gov/children/>.

## **6. Contracts and Subawards.**

### *a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?*

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

### *b. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process?*



Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

## **7. Management Fees**

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

## **V. Application Review Information/Evaluation Criteria**

### **A. Initial Proposal Review**

Initial proposals as described in Section IV, not to exceed four pages in length, will be evaluated based on the following criteria:



**1. Project Significance (40 pts.)** (all sub-factors listed below are of equal value-10 points)

- Extent to which the project demonstrates that children's environmental health capacity will be built and the extent to which the project would fill a gap in capacity for children's environmental health.
- Degree to which the project would build capacity for reducing children's environmental exposures in an integrated manner rather than address capacity for reducing children's environmental exposures in a single program area (e.g. lead poisoning prevention only, asthma management only).
- Extent to which the proposal addresses health disparities relating to environmental exposures in underserved, disproportionately impacted low-income communities, including minority or Tribal communities.
- Sustainability and replicability: Extent to which the proposal demonstrates that the project will be sustainable beyond the life of the grant and can be replicable in other similar communities.

**2. Project Goals and Performance Plan (60 pts.)** (all sub-factors listed below of equal value-15 points)

- Extent to which the project builds on existing efforts rather than replicating current efforts.
- The extent to which the project has clear goals and describes a logical approach for attaining them.
- Plan to specify practical approaches to identify, measure, and evaluate outputs and outcomes, and identify baseline(s) to measure them. Projects must show how progress towards achieving goals, objectives and measurable environmental outputs and outcomes will be tracked and measured.
- Extent to which the proposal demonstrates strong, collaborative partnerships with a wide-range of local stakeholders and technical experts including community-based organizations, academic institutions (including minority academic institutions), government agencies, healthcare providers, etc.

**B. Final Proposal Review**

Applicants selected for submission of final proposals will be notified after the initial review has been completed and provided with instructions and a due date for submission of final proposals. Final proposals will be evaluated according to the evaluation criteria described below using the corresponding point values listed. Applicant's final proposal submission must address these criteria.

**1. Project Goals and Performance Plan (40 pts.)** (all sub-factors listed below of equal value-10 points each)

- Extent to which the technical proposal contains a well-conceived strategy for accomplishing projects goals, outputs and outcomes.
- Staff experience and qualifications, staff knowledge, professional relationships, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- Extent to which the plan includes measurable outcomes and outputs, relates to the entire scope of the project, and remains in line with the project budget

- Extent to which the proposal has clearly defined goals that will lead to incremental increase in capacity for reducing children's environmental exposures.

**2. Project management for this effort and overall demonstrated management and technical capability (45 pts.)** (all sub-factors listed below of equal value-9 points each)

- Degree to which it demonstrates the organization's experience working successfully to address environmental health risks.
- Evidence of a strong connection between your organization and the affected community including the strength of the organization's historical involvement with the affected community, on-going communications between you and the affected community residents and/or organizations, demonstrated previous experiences working with the affected community's residents and/or organizations to address local environmental and public health issues, and plans for including the affected community as part of the decision-making process.
- Extent to which the narrative proposal sets forth a reasonable time line, budget, and staffing plan for accomplishing planned activities.
- Past performance: The applicant's past performance in successfully completing and managing the assistance agreements identified in the final proposal and history of meeting the reporting requirements under these agreements including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,

Note: In evaluating applicants under this item, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the final proposal and you will receive a neutral score for these sub-factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

- Applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.

**3. Environmental Justice/Health Disparities (15 pts.)** Applicants will be evaluated based on the extent they demonstrate that the proposed project will have a

beneficial impact on environmental justice communities including how it will minimize and/or reduce exposures and negative impacts or environmental risks to children that are disproportionately at risk, including children from minority, low-income or tribal communities.

"Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative consequences resulting from industrial, municipal, and commercial operation or the execution of federal, state, local and tribal programs and policies." (This definition was taken from the Office of Federal Activities' "Guidance for Incorporating Environmental Justice Concerns in EPA's NEPA Compliance Analysis" - April, 1998 page 2).

### **C. Review and Selection Process**

**1. Initial Proposals:** All initial proposals will first be evaluated against the threshold eligibility criteria in Section III. Those proposals that are deemed eligible will then be evaluated and ranked by a review panel against the initial proposal criteria stated above in Section V.A. Applicants with the highest ranking initial proposals will then be asked to submit final applications as discussed in Section IV.B.

**2. Final Applications and Awards:** After the evaluation of the initial proposals, EPA will notify those applicants with the highest ranked initial proposals to submit final applications for review. Those applicants will receive further instructions for submitting final applications and will also be advised what further information is necessary to be included in the final application package. A review panel will evaluate each final application based on the final application review criteria described above in V.B and provide funding recommendations to the approval official. Final funding recommendations will be made by the EPA approval official based on the recommendations and may also take into account the following other factors: geographic distribution of fund, and project diversity.

## **VI. Award Administration Information**

**A. Award Notices:** It is expected that successful applicants will receive a written award notice signed by the EPA Award Official on or about June 1, 2011. Unsuccessful applicants will be informed through a letter or email sent to the Project Director provided by the applicant in the application proposal no later than two weeks after the award notices have been issued to successful applicants. The notification of an award is not an authorization to begin performance on the selected project(s). The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document. A listing of successful proposals will be posted on the EPA website (<http://www.epa.gov/children>) at the conclusion of the competition.

**B. Dispute Resolution Process:** Assistance agreement competition-related disputes will be

resolved in procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact, Kathy Seikel at [seikel.kathy@epa.gov](mailto:seikel.kathy@epa.gov) at (202) 564-0457.

### **C. Quality Assurance Requirements:**

Awards involving the collection of environmental data will be subjected to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the Agency contact and Project Officer. A QAPP is not required at the time of submittal.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP must be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html).

### **D. Administrative and National Policy Requirements:**

The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32, governing government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

Nonprofit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

If a conference or workshop is an element of the project, the applicant will be required to answer

the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

If indirect costs are budgeted in the assistance application and the nonprofit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

#### **E. Human Subjects:**

A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26. For observational studies involving children or pregnant women and fetuses please refer to Subparts C & D of 40 CFR Section 26. U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

#### **F. Data and Information Release:**

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide **public access** to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If

such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

#### **G. Reporting Requirements:**

The successful applicant(s) will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSR's) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. Related published reports and research publications on the project with analytical data should be attached when applicable. All reports can be submitted either electronically or by hard paper copy.

#### **H. Subaward and Executive Compensation Reporting:**

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

#### **I. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements:**

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

#### **J. Unliquidated Obligations:**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.